

## **JOB DESCRIPTION**

### **MEDICAL DIRECTOR FOR TRAUMA SERVICES**

The Medical Director, Trauma Services provides overall direction to the surgical staff, technical staff, and nursing staff in trauma patient care. The Medical Director, Trauma services is responsible for planning, organizing and supervising the systematic delivery of care to trauma patients and ensuring continual evaluation of the quality of care delivered to the trauma patient at Mercy San Juan Medical Center (MSJMC). By assisting the nurse manager of Trauma in the management of the trauma program, the Medical Director, Trauma Services will continuously improve the quality, cost, and accessibility of care provided. This includes coordinating and integrating physician services within emergency/trauma services at MSJMC.

In general, the Medical Director, Trauma Services role is to enhance the health of our patients and effectively respond to the health care needs of our community by:

- Maintaining trauma services as a seamless operation along the continuum of care model, including:
  - Providing quality services to patients and families;
  - Assisting in establishing clinical outcomes and standard protocols;
  - Providing continuity of care; and
  - Identifying and responding to the gaps that may exist in the continuum.
- Delivering these services in the most cost effective manner, including:
  - Maximizing efficiencies where appropriate; and
  - More effectively capitalizing on economies of scale, expertise, and effective use of resources.
- Effectively integrating trauma services with:
  - Physicians; and
  - Other providers in the management of clinical services.

Critical to the success of this position is the incumbent's ability to maintain close, on-going relationships with the organized Departments of Trauma and Emergency Medicine, Director of Emergency/Trauma Services, managers and staff. This will be done in partnership with Department of Surgery and other participating specialties.

Consistent with the overall organizing principles for Mercy San Juan Medical Center, the Medical Director, Trauma Services is committed to:

- Attracting physicians, directing Co-Director specifically in injury prevention to the community and ensuring MSJMC provides a complete range of trauma services.
- Service integration with other hospital operations, including quality improvement, cost of services, and accessibility of services.
- Ensuring MSJMC trauma operations "add value" to the health of the community in terms of the overall cost/benefit ratio. This includes cost effective operations management of trauma services, as well as resource utilization for which this position is the key facilitator interfacing with the medical staff.

- Using both structure and process to make decisions, promote integration/collaboration, and achieve results. This includes working with other physicians, managers and staff as “partners” in the assessment, and working with Co-Director to improve access, quality, and cost of services.
- Being flexible and fluid in how trauma services are organized to best respond to market opportunities and organizational needs.

## **POSITION PURPOSE:**

To develop, administer, direct, and coordinate strategic physician activities and programs relative to trauma services throughout the entire Catholic Healthcare West network. This includes evaluating the components along the continuum of care currently in place and developing the areas in which there are gaps in the continuum. Thus, this position will play a strong educational role in the development of trauma services throughout the system. The position will also develop and assure application and implementation of system-wide trauma policies. The primary focus of this position is to develop strong physician linkages in order to provide members with a complete range of high quality, cost effective, and accessible services. This will be accomplished in a manner consistent with the mission and philosophy.

The Medical Director, Trauma Services, will contribute to critical operational and strategic planning decisions. The following is a list of responsibilities of the Medical Director, Trauma Services:

## **ADMINISTRATIVE DUTIES & RESPONSIBILITIES:**

- Identification, recruitment and negotiation of stipends necessary to prepare 30 day schedule 30 days in advance to cover the Trauma program for:
  - General Surgery
  - Neuro Surgery
  - Orthopedic Surgery
  - ENT/PLASTICS
  - Urology
  - Spine
  - OB/GYN
  - Cardiovascular/Thoracic
  - Cardiac Trauma
  - Critical Care Trauma
  - Anesthesia
- Assisting Hospital Administration in resource utilization analysis and rigorous management of operating costs necessary to cover the Trauma program.
- Formal evaluation and assessment of Nurse Practitioner skills/competencies on a quarterly basis.
- Serves as Co-chair of Trauma Professional Reimbursement Over-site Committee and meets on an Ad Hoc basis.
- Provides ongoing oversight of Trauma Clinic which includes liaison financial reimbursement issues and Trauma Clinic Medical Director.

- Participates in critical operational and strategic planning decisions jointly with the Medical Director, Emergency Services and the MSJMC Chief Nurse Executive with direction from senior management.
- Provides ongoing oversight of the Trauma Registry, which includes statistics, ISS scores, tracking & trending.
- Serves as Medical Director of Trauma ICU.
  - ◆ Monitors and evaluates the quality of patient care in Trauma ICU.
  - ◆ Available to unit on a 24-hour basis and designates coverage in his/her absence.
  - ◆ Establishes and carries out continuing education activities for unit staff.
  - ◆ Participate in equipment and standards review and make recommendations.
  - ◆ Participates in case review and consultation with nursing staff relating to physician issues for any patients in the Trauma ICU.
  - ◆ Recommends patient triage decisions.
- Attends:
  - ◆ Medical Executive Committee – Monthly
  - ◆ Sacramento & SSV County EMS Peer Review Committee – Quarterly
  - ◆ Trauma Program Performance Committee – Monthly
  - ◆ Trauma Peer Review Committee – Monthly
  - ◆ Surgery Executive Committee – Monthly
  - ◆ EA Meetings – Every Other Month
  - ◆ Trauma ICU Staff Meetings – as appropriate
  - ◆ Critical Care Joint Practice Committee – Quarterly
  - ◆ Infection Control/Pharmacy & Therapeutics Committee – Monthly

## **CLINICAL ADMINISTRATION:**

- Actively participates in 100% clinical case review of cases that have been identified through the CQI process through trauma quality improvement and utilization review and are presented at Trauma Peer Review or Trauma Program Performance Committee.
- Actively involved in risk management in identifying intervention and compliance issues and effectively dealing with these issues through discussions with Risk Management/CQI evaluation and pro-active policy making.
- Oversees clinical activities of trauma surgeons and physicians consulting on the care of trauma patients, providing education and taking corrective action if required through the peer review process.
- Attends daily patient care rounds on non-ICU trauma patients with trauma team as schedule permits.
- Leads daily patient care rounds in Trauma ICU with trauma team on all trauma patients Monday – Friday unless deferred to the on-duty trauma surgeon.
- Participates in weekly multidisciplinary rounds.
- Provides medical direction for the trauma clinic.
- Available 24-hours/7 days/week to consult on complex cases (gravely ill/most severely injured that needs hands on attention).

- Performs critical care status evaluation, which includes: evaluation of clinical status of patients and the operational status of the TICU Unit.
  - ◆ Determines appropriate placement of admitted patients in TICU.
  - ◆ Intervenes, as necessary, in the delivery of care for those patients in TICU.
  - ◆ Evaluates appropriate critical care bed utilization.
- Participates in the development of ICU medical protocols as indicated to ensure appropriate medical management of all trauma patients especially with respect to evidence-based medicine.

## **MEDICAL ADMINISTRATION:**

- Facilitates program compliance by being well acquainted with JCAHO, Title 22 and ACS mandated requirements.
- Develop, review and implement clinical policies and procedures with the Trauma Program Manager, Emergency Services Manager and the Chief Nurse Executive.
- Actively participates and provides consultation to other Trauma Surgeons regarding to program policies and procedures relating to both physician contracting and clinical staffing.
- Actively participates in development and review of annual MD stipend budget.
- Identifies and delineates contracted physicians roles and responsibility changes within the Trauma Department.
- Facilitates rules and regulation changes within departments related to trauma.
- Actively participates and provides consultation into policies and procedures with respect to medical staff and legal issues.
- Assists in establishing clinical outcomes and clinical standard protocols.

## **PHYSICIAN RELATIONS:**

- Is a member of the medical staff.
- Is the chief of the Department of Trauma.
- Is responsible for team building with the facility based medical staff.
- Is responsible for developing an ongoing communications process to the MSJMC medical staff, including maintaining high levels of morale/satisfaction and actively promoting service changes that affect physicians.
- Is responsible for recruitment, physician hiring, contracting, and physician performance evaluations. Oversees effectiveness of new physician orientation programs relating to trauma.
- Has shared accountability with the Chief Nurse Executive, Manager of Emergency Services and Manager of Trauma Services for accessibility for services to referring physicians via marketing and availability of services.

### **COMMUNITY OUTREACH:**

- Actively promotes trauma services to member and medical staff communities through MEC reports, attendance at other department meetings as dictated by meeting schedule and participates and directs marketing efforts to outlying facilities.
- Participates with Community Relations in the development of outreach and communications programs for the community at large.
- Directs and/or participates in outreach education programs for facilities that refer trauma patients to MSJMC and participates in trauma prevention education programs to the community.

### **QUALITY IMPROVEMENT:**

- Participates in the review and update of the annual PI plan for trauma services with the QI Coordinator, Trauma Program Manager and Hospital Quality Management Department.
- Represents trauma service by attending appropriate medical staff forums monthly/quarterly according to the Medical Staff Office schedule.
- Participates and represents MSJMC in community trauma review committees (PI) such as SSV-EMS and SAC Co. EMS with other Trauma Centers and hospitals within the regions on a quarterly basis.
- Chairs the monthly Trauma Peer Review and Trauma Program Performance meetings or assigns the role of chair, as dictated by schedule.
- Monitors appropriateness of quality indicators and monitoring tools to screen and identify potential adverse trends in trauma patient care requiring review through PI process mandated by the hospital, the American College of Surgeons, and program expectations.

### **EDUCATIONAL ACTIVITIES:**

- Monitors through Physician Liaison Office all surgical department medical staff development activities, including identifying continuing education needs to ensure ongoing quality of care.
- Attends and teaches hospital staff education programs.
- In conjunction with Trauma Manager and Co-Director, participates in the development and presentation of monthly trauma case conferences.
- Attends Trauma CME courses quarterly and instructs hospital staff and MD's on new knowledge as needed.
- Leads in the development and presentation of monthly trauma case conferences.
- Participate in the development and annual review of the educational plan for trauma team members (physician and non-physician staff).
- Develops educational programs for trauma staff based on results and outcomes of PI activities, trends in patient population, observations, and staff interest every 6 months.

**RESEARCH:**

- Oversees trauma-related research developed through the trauma program.

**HOURS:**

Expected range per month.

**Administrative Duties & Responsibilities:**

	Hours/Week	Hours/Month
• Administrative Duties		10 – 14
• Meeting with Trauma Manager daily update	1.25	5
• Meet with Trauma Mgr before TPPC & TPRC		.50
• Meetings		12

**Trauma Program**

	Hours/Week	Hours/Month
• Trauma Staff Meeting		1
• Nurse Practitioner		1
• QI Coordinator		1
• Trauma Registrar		1
• Prevention Coordinator		1
• Senior Program Assistant		1

**Clinical Administration**

	Hours/Week	Hours/Month
• Chart Review/Dictation – QI Functions		4 – 6
• Daily Rounds	3 - 5	12 – 20
Physician Relations		3 – 4
Community Outreach		3 – 5
• Marketing		3 – 5
Education		4
Research		1
TICU Off-Call Consult		3 – 4
TICU Rounds		8 – 12
<b>TOTAL</b>		<b>74.5 – 98.5</b>